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CIA ARCHIVES AND RECORDS CENTER

22 September 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Partially Filled Boxes of Inactive Office Records

1. At your request a survey was taken to determine what per cent of the 63,954 boxes of Inactive Office Records were only partially filled. Each box of Inactive Office Records in the A&RC, as of 1 July 1969, was checked.

2. The results of this survey definitely shows that good use is being made of the A&RC space used for Inactive Office Records. Only 661 boxes were found to have space in them for additional records. The amount of space in the boxes varies from box to box from as much as 90 per cent to 10 per cent. The majority of the partially filled boxes was the last box in a particular accession. This was equally true in all areas of the Agency. It is inevitable that there will be series of records eligible for retirement to the Center that will not completely fill all the boxes needed to retire the series. Another reason for partially filled boxes in all areas is the need to recall and reactivate files after they have been retired. In the DDI, with .7 per cent or 101 partially filled boxes, reference documents are recalled on permanent retention leaving space in the boxes. In the DDP, with 1.8 per cent or 416 partially filled boxes, there are two additional factors; disposition is frequently taken on individual folders within a box and boxes are deliberately retired partially filled so that additional records may be added later.

3. A detailed report has been prepared reflecting the number and per cent of partially filled boxes from each Agency component. A detailed record of each partially filled box is available at the A&RC for the review and/or corrective action of the various Records Administrative Officers.

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Chief ✓

Attachment:

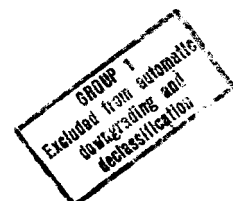
Rpt. on Partially Filled Boxes

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<b>Remarks:</b>  <p>Here is a report provided by the Records Center in response to my request following a discussion at a Records Management Board meeting.</p> <p>You, [redacted] and Col. White have alluded to the possibility of partially filled boxes in storage. You may be as surprised as I was to find that only 1.03% (661 boxes) of the 64,000 boxes are partially filled.</p> <p>Needless to say Board members are taking corrective action on even this small amount.</p>			
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